

# BUILDING PERMIT PACKET

## OC Planning



714.667.8888



714.834.4772



[www.ocplanning.net](http://www.ocplanning.net)



[ocpCustomerCare@ocpw.ocgov.com](mailto:ocpCustomerCare@ocpw.ocgov.com)





# Permit Application

County of Orange

Today's Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

## TYPE OF PERMIT

- |  |  |
|--|--|
| <input type="checkbox"/> RESIDENTIAL (RS)  | <input type="checkbox"/> COMMERCIAL (NR)                   |
| <input type="checkbox"/> SWIMMING POOL/SPA (SW/SA)   | <input type="checkbox"/> ELECTRICAL (EL)                   |
| <input type="checkbox"/> MECHANICAL (ME)   | <input type="checkbox"/> PLUMBING (PB)                     |
| <input type="checkbox"/> GRADING (GA/GB)   | <input type="checkbox"/> SIGN (SB), SOLAR (SL)             |
| <input type="checkbox"/> RETAINING WALL<br>(Separate attachment required for multiple wall submittal) (RW) | <input type="checkbox"/> Non-Structural (EL, PB, ME Combo) |
|  | <input type="checkbox"/> DEMOLITION (DM)                   |

## PROJECT INFORMATION

Address of Project: \_\_\_\_\_

Address

City

Zip

Location of Site (Decimal Degrees): \_\_\_\_\_ / \_\_\_\_\_ Example: 33.687 / -117.786

Latitude

Longitude

Latitude

Longitude

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Address

City

Zip

Current Permits: \_\_\_\_\_

Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Agent/Contact Person \***: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Job Description: \_\_\_\_\_

STRUCTURE SIZE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Total

1<sup>st</sup> floor

2<sup>nd</sup> floor

3<sup>rd</sup> floor

GARAGE SIZE SQUARE FEET: \_\_\_\_\_ SITE ACREAGE: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name

Lic#:

Street #

Area City

Phone Number

ENGINEER: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name

Lic#:

Street #

Area City

Phone Number

SOILS ENGINEER: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name

Lic#:

Street #

Area City

Phone Number

\* If different than owner, owner must sign & certify that they want this person/agent to serve as the designated contact of this application.

**STAFF USE ONLY**

☐ OTC ☐ PLAN CHECK ☐ PLANNING APPLICATION

**SETBACKS**

ZONING: \_\_\_\_\_ ☐ FP ☐ Coastal ACTUAL: \_\_\_\_\_ REQ'D: \_\_\_\_\_  
 APN#: \_\_\_\_\_ FRONT \_\_\_\_\_  
 LEGAL: \_\_\_\_\_ SIDE (R) \_\_\_\_\_  
 PA/CP: \_\_\_\_\_ ☐ Required SIDE (L) \_\_\_\_\_  
 PLANNER'S NAME: \_\_\_\_\_ REAR \_\_\_\_\_

**Applicable to Grading Permits ONLY**

ENGINEER GEOLOGIST: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Name Lic#: Street # Area City Phone Number  
 CUT: \_\_\_\_\_ FILL: \_\_\_\_\_ EXPORT: \_\_\_\_\_  
 CUBIC YARDAGE: \_\_\_\_\_  
 SITE ACREAGE: \_\_\_\_\_ WDID: \_\_\_\_\_ NOI: \_\_\_\_\_  
 TOTAL SITE ACREAGE: \_\_\_\_\_ DISTURBED SITE ACREAGE: \_\_\_\_\_

**CAL/OSHA REQUIREMENTS (CHECK APPLICABLE BOX)**

- ☐ I am the owner-builder and exempt from State permit requirements.  
☐ I acknowledge that I must submit proof of issuance of CAL/OSHA permit for the project.  
☐ The project does not require a CAL/OSHA permit, based upon the criteria on the reverse side of this sheet.

**Applicable to Sign Permits ONLY:**

TENANT/BUSINESS NAME: \_\_\_\_\_  
 OCCUPANCY PERMIT NUMBER: \_\_\_\_\_  
 SIGNAGE DETAIL: ☐ Wall Sign ☐ Freestanding ☐ Single Face ☐ Double Face ☐ Illuminated ☐ Non-Illuminated  
 Height: \_\_\_\_\_ Length: \_\_\_\_\_ Sq Ft: \_\_\_\_\_ Ground Clearance: \_\_\_\_\_  
 ADDITIONAL INFORMATION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DECLARATION:**

I declare that the foregoing is a true and correct to the best of my knowledge. I understand that an incorrect answer will cause delay to inspection approval and issuance of a stop-work order.

Print Name

Signature

Date



## Designation of Financially Responsible Party

County of Orange

As stated in the Board-approved Ordinance, the County's Planning Department operates by using a time-and-material based deposit and fee structure for plan check, inspection, and planning services. Thus, it is required that each permit or record maintained by Planning have a Financially Responsible Party (FRP) identified.

Per the County Ordinance, the FRP and the owner will receive all official communications regarding fiscal matters, including notices of low balances and additional requests for deposits and copies of permits, and will also receive any refunds, if applicable. Once the FRP is identified, a confirmation notice will be sent in which the named FRP will have 10 days to notify the County of any errors. If the designation is contested, all work on the permit(s) may be stopped until this issue is resolved.

### Permit / Record # (s)

\_\_\_\_\_  
\_\_\_\_\_

As the ☐ Applicant ☐ Owner ☐ Contractor ☐ Other (specify) \_\_\_\_\_, I designate the Financially Responsible Party to be: \_\_\_\_\_.

Contact Person/Agent of this application to be: \_\_\_\_\_.

☐ Applicant ☐ Owner ☐ Contractor ☐ Other \_\_\_\_\_

Name \_\_\_\_\_

Company / Business Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### County Use Only

☐ New Application

☐ Revision to Current Application

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Role Updated in APPS: \_\_\_\_\_



## Building Permit Process for Residential Construction & Development

County of Orange

### 1. **WHO MAY APPLY AND/OR ISSUE A PERMIT:**

- a. A property owner may apply for a building permit as the Owner – Builder and perform all the required construction work. A license Architect, Engineer or Contractor may apply for a permit as the agent of the Owner; however they must provide a Notarized Agent Authorization Letter.
- b. If a Contractor or Tradesmen are engaged to perform any part of the construction work, they **MUST** submit evidence of having valid Worker's Compensation Insurance and an Agent Authorization letter from the company. In addition any work within public properties requires a separate Encroachment permit, public liability, and public damage insurance.

### 2. **FEES:**

The Board of Supervisors establishes permit and plan check fees based upon the adapted fee ordinance which can be obtained from the Planning and Development Processing Center or on the County website at [ocplanning.net](http://ocplanning.net)

### 3. **WHERE TO APPLY:**

#### a. **FOR ALL UNINCORPORATED COUNTY AREAS:**

Development Processing Center  
300 North Flower Street  
Santa Ana, CA 92703  
Phone: (714) 667-8888

### 4. **ZONING ADMINISTRATION APPROVAL:**

- a. All building permit applications require compliance with zoning regulation prior to processing.
- b. Confirm the zoning requirements with the Zoning Section PRIOR to committing your proposed project to extensive preparation. This is particularly important with regard to property line setback requirements of your proposed structure and required distances from public right-of-way and easements. Also covered by these regulations are the permitted heights of buildings, fences and walls, locations of fences and walls, easements and land uses permitted in your zoning district.
- c. If you are proposing an additional structure on your site, ensure that you have given consideration to the minimum allowable distance between buildings, and buildings and property lines.
- d. If the proposed location of a structure does not conform to the zoning districts regulation, the owner may qualify for a variance under certain circumstances. The planners in the Zoning Section can give you all of the required information, telephone (714) 667-8888. It must be kept in mind that applications for variances are NOT approved in all instances. The application must meet certain specified criteria. There are fees charged for the processing of variance applications.

### 5. **WHEN ARE PERMITS REQUIRED:**

- a. A Building Permit is required for the construction and alterations of structures, additions, retaining walls, and miscellaneous structures.

- b. In addition to the Building Permit, there may be other permits and/or approvals required for your proposed project such as: Use Permits, Site Plan Approval, Environmental Approval, Grading and Public Property Encroachment Permits. These needs can be determined when your plans are being checked.
- c. Building permits are also required for re-roofing, re-plastering, and interior alterations.

#### 6. **GRADING:**

Prior to the issuance of a building permit, it must be determined if a grading permit will be required. A permit is generally required when the grading involves an excavation or fill exceeding 50 cubic yards, when cut and fill slopes are created, or in locations where geologic stability is suspect. Certain other conditions may also require that a grading permit be obtained. The applicant should check with the Grading Section. If a grading permit is required, the associated building permit(s) cannot be issued until the rough grading work is completed and approved/ released by the Grading Inspection Section.

#### 7. **CONSTRUCTION PLANS AND APPLICATION PROCESS:**

- a. If you need design help, we suggest that you employ a consultant from the private sector such as a building designer, an engineer, or an architect. OC Planning employees including Plan Checkers are not permitted to design any portion of your structure.
- b. One of the first steps you must take is to ensure that you have an accurately dimensioned plot plan that depicts the locations of ALL existing and proposed structures, fences/walls, pools/spas, easements, etc. The plot plans must indicate the dimensions of all property lines, dimensions of all existing and proposed structures, swimming pools/spas, location and height of walls/fences, and necessary buildings or structures. It must show the abutting street(s), distance to the centerline of the street, the ultimate right-of-way line, sidewalks, curbs and drive approaches.
- c. The plot plan must accurately depict the various grade elevations of the site. If the site is relatively level, you may show only the various elevations on your plan. However, if the site is sloped more than one (1) foot in ten (10) feet, then your plans must depict the site accurately with contour lines and/or spot elevations. For further information, contact our Grading Section at (714) 667-8888.
- d. The Plot (Site) Plan must show how you plan to route the surface water off of your site in an approved manner.
- e. In addition to reading the subsequent paragraphs, please review the information presented in the "DPC Checklist(s)" on the OC Planning website.
- f. Your construction plans must clearly and legibly show precisely what you propose to build. For additions or alterations to existing building, plans must clearly differentiate between the following elements:
  - 1. Existing structure(s) that will remain.
  - 2. Existing structure(s) that will be removed.
  - 3. Proposed New Construction

Drawings shall be accurately drawn to an appropriate scale. They shall be sufficiently complete so that compliance with the building code may be determined. An acceptable SET of plans will usually include the following dimensioned and annotated drawings wet signed by an engineer/ architect:

- 1. Plot (Site) Plan
- 2. Foundation Plan

3. Architectural Floor Plan
4. Architectural Elevations and Roof Plans
5. Structural Foundation Plans
6. Structural Framing Plans
7. Structural Details and Material Specifications
8. Plumbing Plans (If Applicable)
9. Mechanical Plans (If Applicable)
10. Electrical Plans (If Applicable)
11. Cross Sections
12. Legal Description

For submittal for plan check the client is required to furnish 4 COMPLETE SETS of plans which consist of the above, along with the following wet signed by an engineer/ architect:

1. Structural Calculations (2 copies)
  2. Geotechnical (Soils) Reports (3 Copies) Required for ALL ADDITIONS AND NEW BUILDINGS.
  3. Energy Calculations (2 copies) (If Applicable)
  4. Acoustical Reports (2 copies) (If Applicable)
  5. WQMP Reports (2 copies) (If Applicable)
  6. Erosion and Sediment Control Plan (ESCP) including backup calculations and data (If Applicable)
- g. New dwellings, additions, and other structures will be subject to review by the Fire Authority for the possibility of requiring fire sprinklers or a specific fire rated material. The plot plan shall include the length and slope of the driveway and the distance to the nearest fire hydrant. This is a separate submittal to the Fire Authority and the responsibility of the applicant.
- h. When the project is an addition to an existing building, you must submit a floor plan of the area directly adjacent to the proposed addition, which shows dimensions of the rooms and shows the location and size of doors and windows.
- i. Any desired relocation or upgrading of the electrical service must be not only noted on the submitted plans, but specified on the application when applying for the permit.
- j. Upon application for a permit(s) a deposit will be required for plan check. Please refer to the 'Fee Ordinance' under 'Forms' on the OC Planning Website for further clarification.
- k. Once the Plan Check is in process, the Plan Checker is the 'Project Manager', in which all coordination is with, throughout the process.

#### **8. WHEN CAN YOU OBTAIN YOUR PERMIT:**

- a. Major projects, such as single-family dwelling, or a complex addition, may require a three week plan check period; however the standard plan check turn around time is three weeks. Minor plan corrections required for demonstration of code compliance may be in ink on the plans. Major corrections will require that the plans be reprinted. All corrections shall be made prior to issuance of a building permit.
- b. There may be other item required to be satisfied prior to issuance referred to as clearances. Once you obtain a permit/plan check number you will be able to track/view these online at [ocplanning.net](http://ocplanning.net).
- c. When it is determined that your plans demonstrate code compliance, they are stamped "APPROVED". One set of plans is retained as an 'Office' copy, One set is sent to the Assessor's Office,

and One set for the Applicant as the 'Field' copy which shall be kept on the job site, readily available, while under construction, for reference by the inspection personnel.

- d. Once the permit is issued, final inspections and meeting all the conditions of approval, the Inspection section will issue a Certificate of Use and Occupancy.

**9. PLAN CHECK EXPIRATIONS:**

- a. Application for which no permit is issued within 180 days following the date of application shall expire by limitation. An extension of 180 days may be granted upon written request showing circumstances beyond the control of the applicant have prevented action being taken. In order to renew action for an application after expiration, the applicant shall resubmit plans and pay a plan check fee. Per Section 108.4 of the Building Code Ordinance #08-005.

**10. SWIMMING POOLS/SPAS, WALLS AND FENCES:**

- a. All swimming pools/spas must be enclosed with fencing or walls that are a minimum of five feet I height measured from the outside of finished grade. All gates or doors giving access to the pool/spa area shall be self-closing and have a self-closing device.
- b. A building permit is required for all walls or fences over six feet in height (42" in front yard setback). Walls/fences over six feet in height must be engineered. Check with the Zoning Section for a determination of the allowable height of walls/fences in your zoning district and on your particular site.
- c. Walls to retain level earth more than three feet in height, walls that are impacted by surcharge, or walls to retain slope, must be engineered and require building permits. The engineer/architect who designs the retaining wall must sign the design plans as well as the plot plan.
- d. Swimming pools/spas require engineered plans in which the plot plan and design/ detail sheets are signed by and engineer/architect.

**11. ENCROACHMENT INTO COUNTY PROPERTY:**

- a. If you are going to be temporarily storing or placing anything on County property (road, right-of-way, sidewalk, drive approach, flood control channel, park, beach, etc.) you are required to obtain approval and permits in advance for this use from the County Property Permits department of this agency, located at the same location as the Development Processing Center at 300 North Flower Street, Santa Ana, CA 92703, Phone: (714) 834-5529.
- b. Other permits required include: use of ads, roads, replacement permit for sidewalk installation, tree removal permit (where trees need to be removed in the public right-of-way when constructing new buildings), curb drain permits, water/sewer lateral and cable T.V. permits.
- c. If you are going to have a driveway approach constructed or relocated, you are required to obtain approval and a permit in advance from County Property Permits.

**12. DITCHES AND TRENCHES:**

- a. Prior to the excavation of any trench to a depth of five feet or deeper, a permit must be obtained from the State of California Division of Safety and Health Administration (Cal-OSHA), located at 2100 E. Katella Avenue, Anaheim, CA 92801, Phone: (714) 939-0145. A grading permit may also be required.

**13. BUILDING PERMIT VALIDITY:**

- a. Your building permit is valid for 180 days after issuance, after which it becomes null and void if the proposed construction has not commenced or if the construction work is suspended or abandoned for a period of 180 days without inspections. The permit, under certain qualifying circumstances, may be extended. Contact the Development Processing Counter or the Inspection Section for specific details.
- b. If a change of owner or contractor occurs, a new building permit must be obtained.

**14. OTHER SERVICES:**

Information regarding the following services which are NOT provided by the Building Plan Check Section, but may be required in permit processing, may be obtained by contacting the indicated agencies:

- a. Sewer Connection: Call your local Sanitation District, which is listed on your tax bill.

- **Orange County Sanitation District**  
10844 Ellis Avenue  
Fountain Valley, CA 92708  
Phone: (714) 593-7800

- b. The Office of Consumer Affairs

- **Community Service Agency**  
1300 South Grand Avenue  
Building "B"  
Santa Ana, CA 92703  
Phone: (714) 567-7420

- c. **County Recorder's Office**

- 12 Civic Center Plaza  
Santa Ana, CA 92703  
Phone: (714) 834-2500

- d. **County Assessor's Office**

- 12 Civic Center Plaza  
Santa Ana, CA 92703  
Information: (714) 834-2727  
Exemptions: (714) 834-4740  
Identification of Property: (714) 834-2775

- e. **Housing and Urban Development**

- 1170 Broadway  
Santa Ana, CA 92703  
Phone: (714) 796-5577

- f. **Worker's Compensation Insurance Information**

- 10 Civic Center Plaza  
Room 469  
Santa Ana, CA 92703  
Phone: (714) 568-5176

- g. **California Coastal Commission South Coast District**

- 245 North Broadway

Suite 380  
Long Beach, CA 92802  
Phone: (310) 590-5071

h. **Contractor's State License Board**

- 28 Civic Center Drive  
Santa Ana, CA 92703  
Phone: (800) 321-2752

i. California State Department of Industrial Relations

- **Industrial Safety (Cal-OSHA)**  
2100 E. Katella Avenue  
Anaheim, CA 92801  
Phone: (714) 939-0145

j. **State of California Energy Commission**

- 1516 9<sup>th</sup> Avenue  
Sacramento, CA 92825  
Phone: (916) 654-4287

k. **Orange County Fire Authority**

- 1 Fire Authority Road  
Irvine, CA 92602  
Phone: (714) 573-6100

l. County Health Department

- **Environmental Health**  
1241 E. Dyer Road  
Suite 120  
Santa Ana, CA 92703  
Phone: (714) 433-6000

m. **Building Permit Records Research**

- 300 North Flower Street  
Santa Ana, CA 92703  
Phone: (714) 834-2625

n. Street Addressing Department

- **Public Works Survey**  
300 North Flower Street  
Santa Ana, CA 92703  
Phone: (714) 834-2477

o. **Building Inspection Department**

- 300 North Flower Street  
Santa Ana, CA 92703  
Phone: (714) 796-0428



# Building Permit & Plan Check Process

County of Orange

To ensure that construction complies with building regulations and standards, the County requires building permits to be obtained before construction or change in occupancy can begin. Building plans are required for permit issuance.

Plans submitted for building permits are reviewed for compliance with county Building Ordinances (Building, Plumbing, Mechanical and Electrical Codes) and State building regulations such as Energy Conservation Regulations and Handicapped Accessibility Standards.

The plan check process is summarized below to help you get acquainted with the building permit and plan check process:

1. Applicant submits Building Permit Application at the Development Process Center (DPC Station #1)
2. Applicant submits 4 sets of plans which consist of the following at DPC Station #5:
  - Site Plan
  - Architectural Floor Plans
  - Architectural Elevation and Roof Plans
  - Architectural Details and Material Specifications
  - Structural Foundation Plans
  - Structural Framing Plans
  - Structural Details and Material Specifications
  - Plumbing Plans
  - Mechanical Plans
  - Electrical Plans
  - Structural Calculations (2 copies)
  - Soil Report (3 copies)
  - Energy Calculations (2 copies)
  - Acoustical Report (2 copies)
  - WQMP Report (2 copies)
  - Erosion and Sediment Control Plan (ESCP) including backup calculations & data

Smaller projects may not need all of the above items.

3. Applicant consults with Fire Authority and Health Care Agency for clearances.
4. Project Manager consults with Grading Dept. for grading Clearance.
5. Project Manager obtains Zoning Clearance, PDC Station #3 prior to permit issuance.

6. Pay Plan Check Deposits at DPC Station #7.
7. Typical first Plan Check turn around time is 15 working days.
8. Applicant resubmits corrected plans for recheck.
9. Typical first Plan Re-Check turn around time is 10 working days.
10. After plans are approved and all clearances are obtained, County will approve 3 sets of plans; 1 set for job site, 1 set for office archive and 1 set for Assessor's Office.
  - Building permit issuance requires Workmen Compensation Insurance
  - Building permit issuance requires California licensed contractor ID.
  - Building permit issuance may be issued as Owner-Builder.
11. Applicant will call County Inspection Office to schedule inspection.
12. After final inspections, County will issue Certificate of Occupancy.





## Re-Check | Revision | Resubmittal for Changes to the Approval Plans

County of Orange

Owner's Name: \_\_\_\_\_ Plan Check #: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

SUBMITTED	RECHECK	REVISION	STR. CLALCS	TITLE 24	SOILS RPT	RED LINE PLANS	CORRECTION LIST & REPOSSES
Residential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SFD Tracts/ Apt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments/revisions description: \_\_\_\_\_

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Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Plan Checker's Name: \_\_\_\_\_ Received by: \_\_\_\_\_

**ALL SUBMITTALS MUST BE COMPLETE**



# NPDES Notes

County of Orange

Notes must be shown as worded, on the title sheet of the plan.

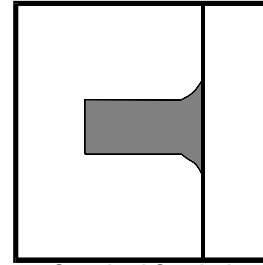
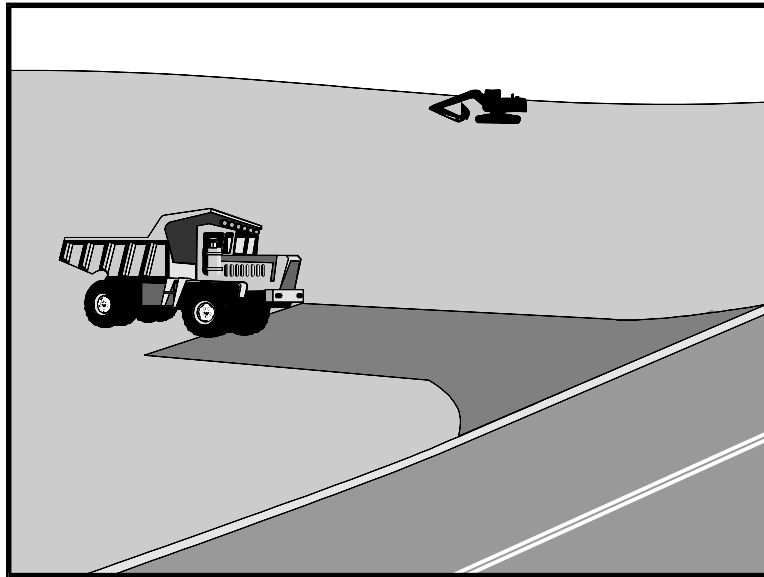
1. In the case of emergency, call \_\_\_\_\_  
at Work Phone # \_\_\_\_\_  
or Home Phone # \_\_\_\_\_
2. Sediment from areas disturbed by construction shall be retained on site using structural controls to the maximum extent practicable.
3. Stockpiles of soil shall be properly contained to minimize sediment transport from the site to streets, drainage facilities or adjacent properties via runoff, vehicle tacking, or wind.
4. Appropriate BMP's for construction-related materials, wastes, spills shall be implemented to minimize transport from the site to streets, drainage facilities, or adjoining properties by wind or runoff.
5. Runoff from equipment and vehicle washing shall be contained at construction sites unless treated to reduce or remove sediment and other pollutants.
6. All construction contractor and subcontractor personnel are to be made aware of the required best management practices and good housekeeping measures for the project site and any associated construction staging areas.
7. At the end of each day of construction activity all construction debris and waste materials shall be collected and properly disposed in trash or recycle bins.
8. Construction sites shall be maintained in such a condition that an anticipated storm does not carry wastes or pollutants off the site. Discharges of material other than stormwater only when necessary for performance and completion of construction practices and where they do not: cause or contribute to a violation of any water quality standard; cause or threaten to cause pollution, contamination, or nuisance; or contain a hazardous substance in a quantity reportable under Federal Regulations 40 CFR Parts 117 and 302.
9. Potential pollutants include but are not limited to: solid or liquid chemical spills; wastes from paints, stains, sealants, glues, limes, pesticides, herbicides, wood preservatives and solvents; asbestos fibers, paint flakes or stucco fragments; fuels, oils, lubricants, and hydraulic, radiator or battery fluids; fertilizers, vehicle/equipment wash water and concrete wash water; concrete, detergent or floatable wastes; wastes from any engine/equipment steam cleaning or chemical degreasing and superchlorinated potable water line flushing.

During construction, permittee shall dispose of such materials in a specified and controlled temporary area on-site, physically separated from potential stormwater runoff, with ultimate disposal in accordance with local, state and federal requirements.

10. Dewatering of contaminated groundwater, or discharging contaminated soils via surface erosion is prohibited. Dewatering of non-contaminated groundwater requires a National Pollutant Discharge Elimination System Permit from the respective State Regional Water Quality Control Board.
11. Graded areas on the permitted area perimeter must drain away from the face of slopes at the conclusion of each working day. Drainage is to be directed toward desilting facilities.
12. The permittee and contractor shall be responsible and shall take necessary precautions to prevent public trespass onto areas where impounded water creates a hazardous condition.
13. The permittee and contractor shall inspect the erosion control work and insure that the work is in accordance with the approved plans.
14. The permittee shall notify all general contractors, subcontractors, material suppliers, lessees, and property owners: that dumping of chemicals into the storm drain system or the watershed is prohibited.
15. Equipment and workers for emergency work shall be made available at all times during the rainy season. Necessary materials shall be available on site and stockpiled at convenient locations to facilitate rapid construction of temporary devices when rain is imminent.
16. All removable erosion protective devices shall be in place at the end of each working day when the 5-Day Rain Probability Forecast exceeds 40%.
17. Sediments from areas disturbed by construction shall be retained on site using an effective combination of erosion and sediment controls to the maximum extent practicable, and stockpiles of soil shall be properly contained to minimize sediment transport from the site to streets, drainage facilities or adjacent properties via runoff, vehicle tracking, or wind.
18. Appropriate BMPs for construction-related materials, wastes, spills or residues shall be implemented and retained on site to minimize transport from the site to streets, drainage facilities, or adjoining property by wind or runoff.

# Stabilized Construction Entrance/Exit

TC-1



Standard Symbol

## BMP Objectives

- Soil Stabilization
- Sediment Control
- Tracking Control
- Wind Erosion Control
- Non-Storm Water Management
- Materials and Waste Management

### Definition and Purpose

A stabilized construction access is defined by a point of entrance/exit to a construction site that is stabilized to reduce the tracking of mud and dirt onto public roads by construction vehicles.

### Appropriate Applications

- Use at construction sites:
  - Where dirt or mud can be tracked onto public roads.
  - Adjacent to water bodies.
  - Where poor soils are encountered.
  - Where dust is a problem during dry weather conditions.
- This BMP may be implemented on a project-by-project basis in addition to other BMPs when determined necessary and feasible by the Resident Engineer (RE).

### Limitations

- Site conditions will dictate design and need.

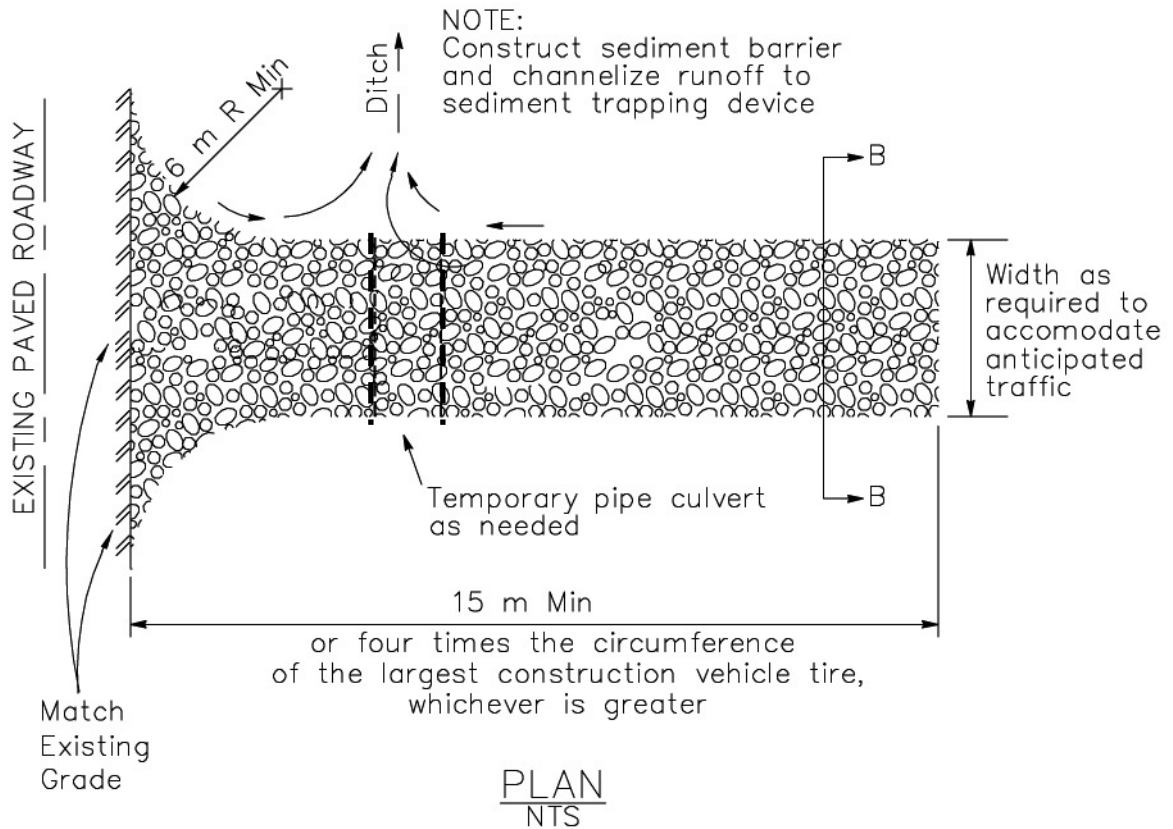
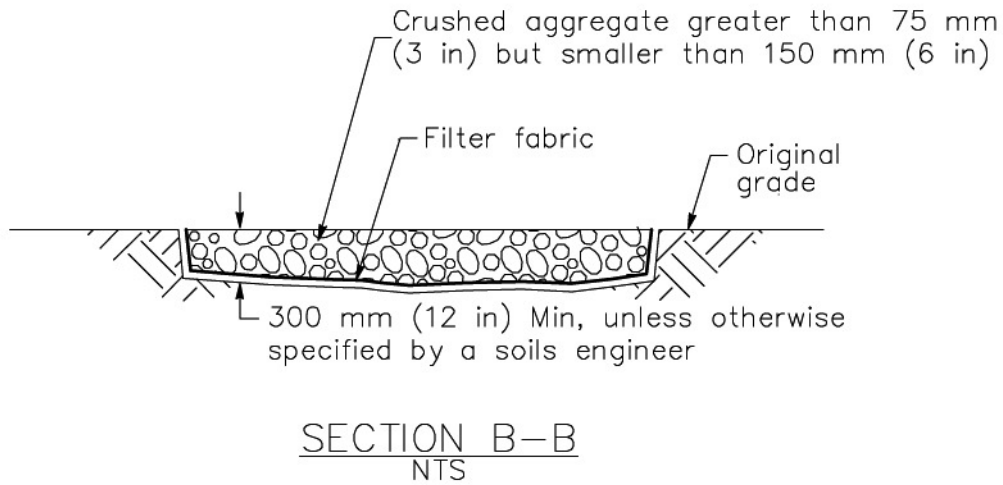
### Standards and Specifications

- Limit the points of entrance/exit to the construction site.
- Limit speed of vehicles to control dust.
- Properly grade each construction entrance/exit to prevent runoff from leaving the construction site.
- Route runoff from stabilized entrances/exits through a sediment-trapping device before discharge.
- Design stabilized entrance/exit to support the heaviest vehicles and equipment that will use it.

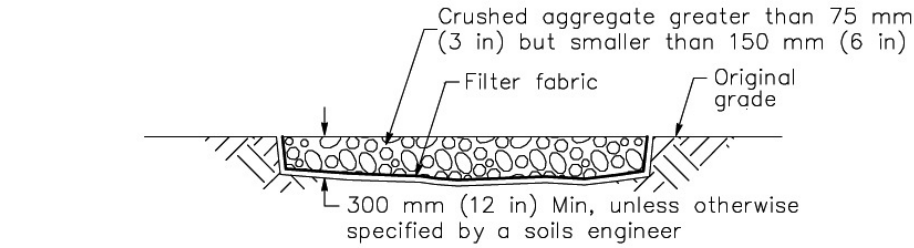
- Select construction access stabilization (aggregate, asphaltic concrete, concrete) based on longevity, required performance, and site conditions. The use of asphalt concrete (AC) grindings for stabilized construction access/roadway is not allowed.
- Use of constructed/manufactured steel plates with ribs for entrance/exit access is allowed with written approval from the RE.
- If aggregate is selected, place crushed aggregate over geotextile fabric to at least 300 mm (12 in) depth, or place aggregate to a depth recommended by the RE. Crushed aggregate greater than 75 mm (3 inches) and smaller than 150 mm (6 inches) shall be used.
- Designate combination or single purpose entrances and exits to the construction site.
- Implement BMP SC-7, "Street Sweeping and Vacuuming" as needed and as required.
- Require all employees, subcontractors, and suppliers to utilize the stabilized construction access.
- All exit locations intended to be used continuously and for a period of time shall have stabilized construction entrance/exit BMPs (TC-1 "Stabilized Construction Entrance/Exit" or TC-3 "Entrance/Outlet Tire Wash").

#### Maintenance and Inspection

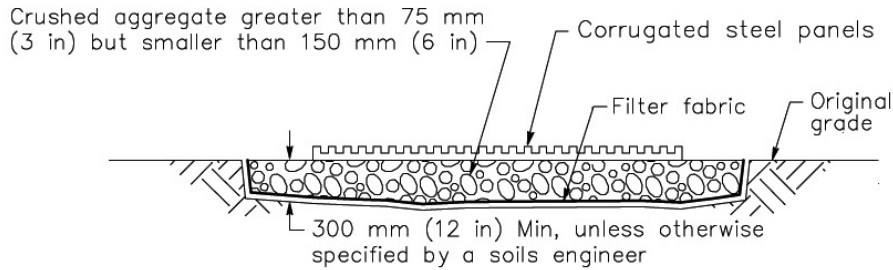
- Inspect routinely for damage and assess effectiveness of the BMP. Remove aggregate, separate and dispose of sediment if construction entrance/exit is clogged with sediment or as directed by the RE.
- Keep all temporary roadway ditches clear.
- Inspect for damage and repair as needed.



Stabilized Contraction Entrance/Exit (Type 1)



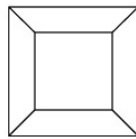
SECTION B-B  
NTS



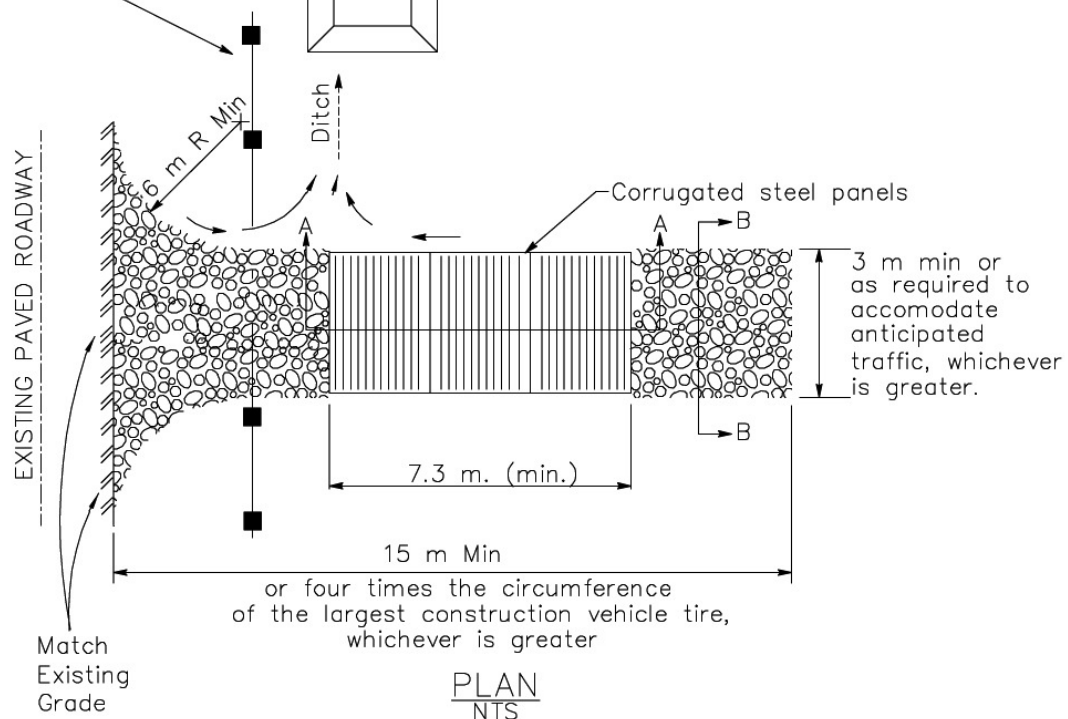
SECTION A-A  
NOT TO SCALE

**NOTE:**

Construct sediment barrier and channelize runoff to sediment trapping device

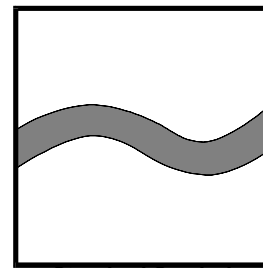
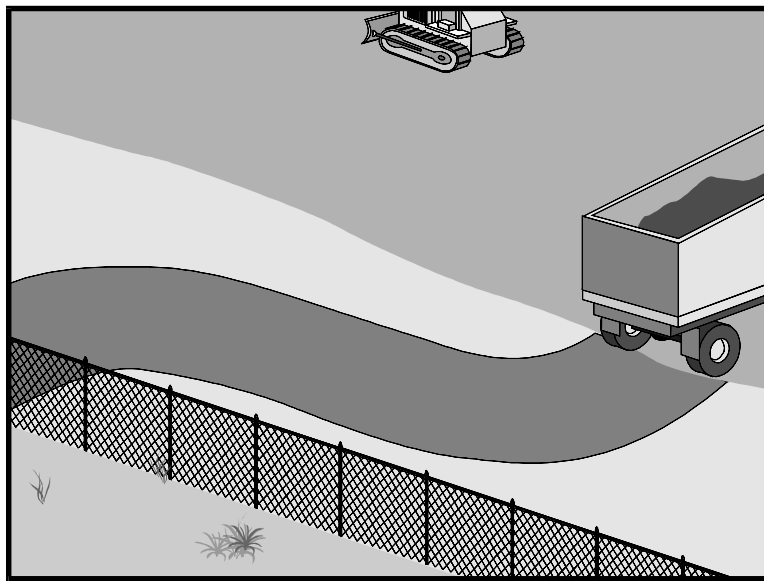


Sediment trapping device



## Stabilized Construction Entrance/Exit (Type 2)

# Stabilized Construction Roadway

**TC-2**


Standard Symbol

## BMP Objectives

- Soil Stabilization
- Sediment Control
- Tracking Control
- Wind Erosion Control
- Non-Storm Water Management
- Materials and Waste Management

## Definition and Purpose

A stabilized construction roadway is a temporary access road. It is designed for the control of dust and erosion created by vehicular tracking.

## Appropriate Applications

- Construction roadways and short-term detour roads:
  - Where mud tracking is a problem during wet weather.
  - Where dust is a problem during dry weather.
  - Adjacent to water bodies.
  - Where poor soils are encountered.
  - Where there are steep grades and additional traction is needed.
- This BMP may be implemented on a project-by-project basis with other BMPs when determined necessary and feasible by the Resident Engineer (RE).

## Limitations

- Materials will likely need to be removed prior to final project grading and stabilization.
- Site conditions will dictate design and need.
- May not be applicable to very short duration projects.
- Limit speed of vehicles to control dust.

**Standards and Specifications**

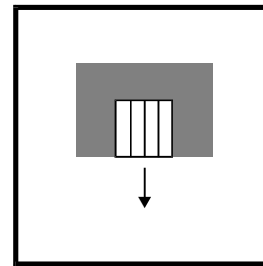
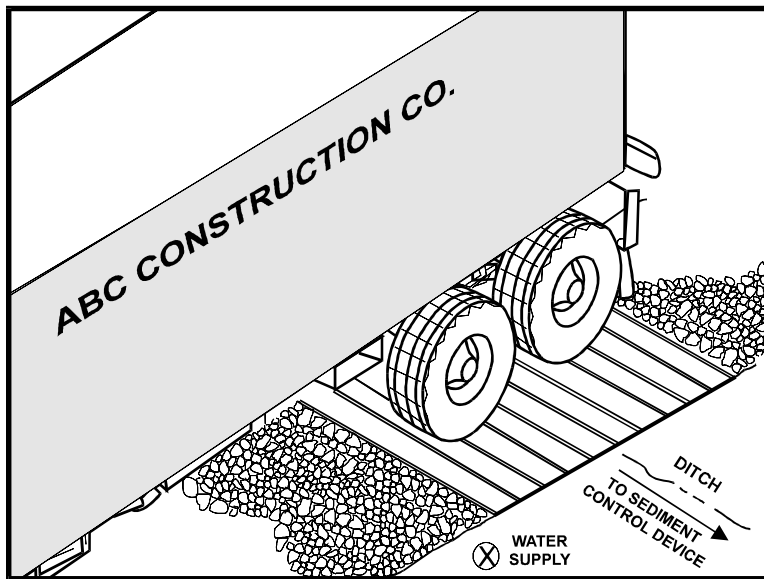
- Properly grade roadway to prevent runoff from leaving the construction site.
- Design stabilized access to support the heaviest vehicles and equipment that will use it.
- Stabilize roadway using aggregate, asphalt concrete, or concrete based on longevity, required performance, and site conditions. The use of cold mix asphalt or asphalt concrete (AC) grindings for stabilized construction roadway is not allowed.
- Coordinate materials with those used for stabilized construction entrance/exit points.
- If aggregate is selected, place crushed aggregate over geotextile fabric to at least 300 mm (12 in) depth, or place aggregate to a depth recommended by the RE or Construction Storm Water Coordinator. Crushed aggregate greater than 75 mm (3 inches) and smaller than 150 mm (6 inches) shall be used.

**Maintenance and Inspection**

- Inspect routinely for damage and repair as needed, or as directed by the RE.
- Keep all temporary roadway ditches clear.
- When no longer required, remove stabilized construction roadway and re-grade and repair slopes.

# Entrance/Outlet Tire Wash

TC-3



Standard Symbol

## BMP Objectives

- Soil Stabilization
- Sediment Control
- Tracking Control
- Wind Erosion Control
- Non-Storm Water Management
- Materials and Waste Management

## Definition and Purpose

A tire wash is an area located at stabilized construction access points to remove sediment from tires and undercarriages, and to prevent sediment from being transported onto public roadways.

## Appropriate Applications

- Tire washes may be used on construction sites where dirt and mud tracking onto public roads by construction vehicles may occur.
- This BMP may be implemented on a project-by-project basis with other BMPs when determined necessary and feasible by the Resident Engineer (RE).

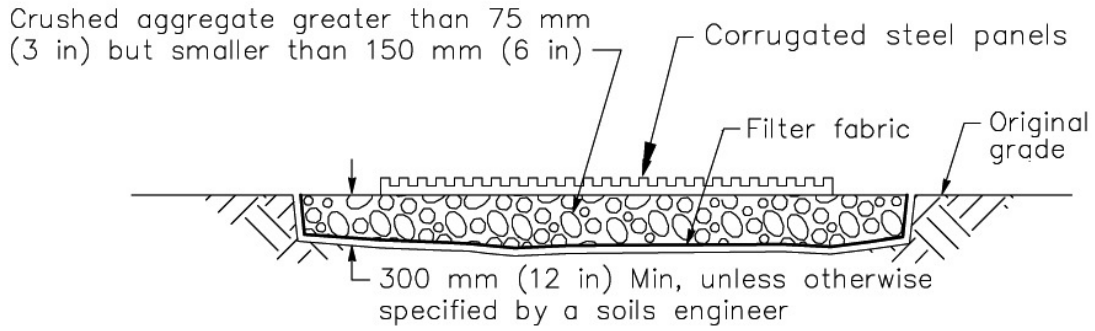
## Limitations

- Requires a supply of wash water.
- Requires a turnout or doublewide exit to avoid having entering vehicles drive through the wash area.

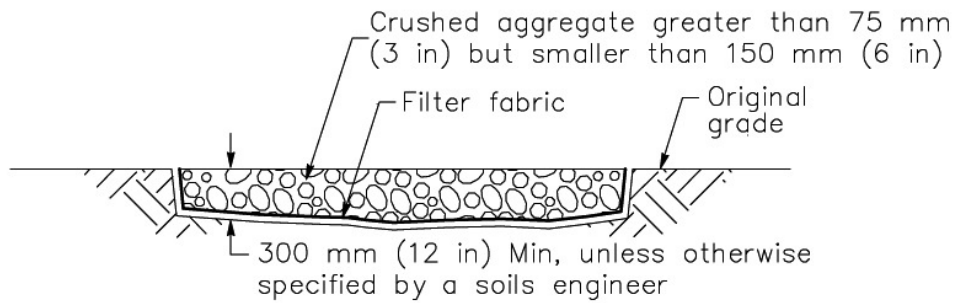
## Standards and Specifications

- Incorporate with a stabilized construction entrance/exit. See BMP TC-1, "Stabilized Construction Entrance/Exit."
- Construct on level ground when possible, on a pad of coarse aggregate, greater than 75 mm (3 inches) and smaller than 150 mm (6 inches). A geotextile fabric shall be placed below the aggregate.
- Wash rack shall be designed and constructed/manufactured for anticipated traffic loads.
- Provide a drainage ditch that will convey the runoff from the wash area to a sediment trapping device. The drainage ditch shall be of sufficient grade, width, and depth to carry the wash runoff.

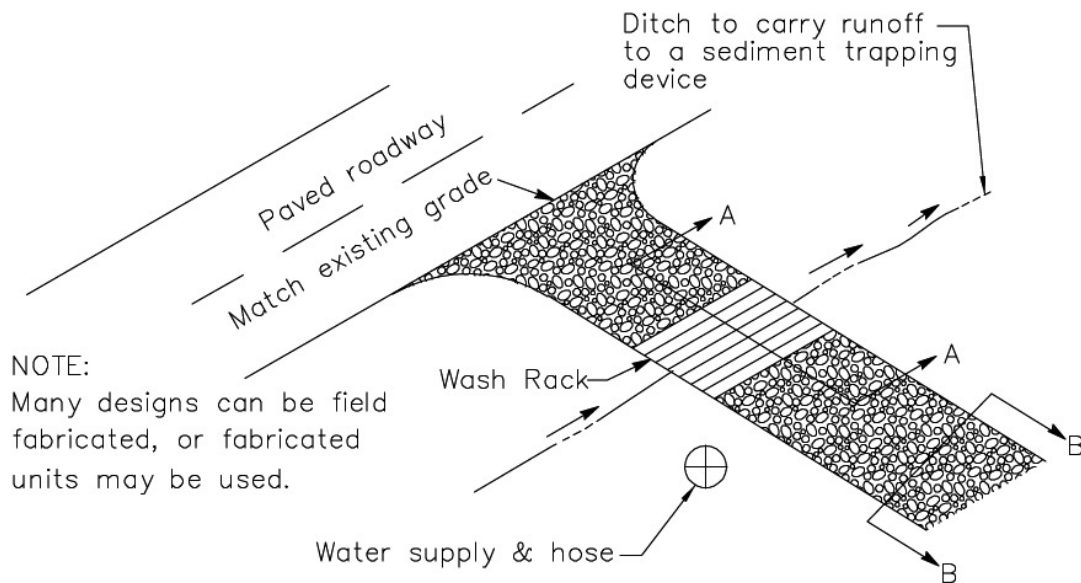
- Require all employees, subcontractors, and others that leave the site with mud-caked tires and/or undercarriages to use the wash facility.
  - Implement BMP SC-7, “Street Sweeping and Vacuuming” as needed.
  - Use of constructed or prefabricated steel plate with ribs for entrance/exit access is allowed with written approval of RE.
- Maintenance and Inspection**
- Remove accumulated sediment in wash rack and/or sediment trap to maintain system performance.
  - Inspect routinely for damage and repair as needed.



SECTION A-A  
NOT TO SCALE



SECTION B-B  
NTS



TYPICAL TIRE WASH  
NOT TO SCALE



## Special Inspection Program | Designation of Special Inspectors

County of Orange

### SPECIAL INSPECTIONS

(Only checked items are required)

INSPECTION ITEMS	SPECIAL INSPECTOR(S) NAME, PHONE NUMBER, REGISTRATION
<input type="checkbox"/> Concrete (Design Mix, Form Work, Placement, etc., per table 1704.4)	
<input type="checkbox"/> Erection of Pre-Cast Concrete Members	
<input type="checkbox"/> Bolts Installed in Concrete	
<input type="checkbox"/> Reinforcing Steel & Pre-Stressing Steel Tendons	
<input type="checkbox"/> Structural Welding/Rebar Welding	
<input type="checkbox"/> High-Strength Bolting/Material Verification	
<input type="checkbox"/> Steel Frame Joint Details	
<input type="checkbox"/> All Masonry Construction	
<input type="checkbox"/> Sprayed Fire-Resistive Materials	
<input type="checkbox"/> Shotcrete (Curing Temperature, Design Mix, Placement, Strength etc., per table 1704.4)	
<input type="checkbox"/> Soils (Excavation, Fill, etc., per table 1704.7)	
<input type="checkbox"/> Smoke-Control System	
<input type="checkbox"/> Piles per table 1704.8	
<input type="checkbox"/> Piers per table 1704.9	
<input type="checkbox"/> Mastic & Intumescent Fire-Resistant Coatings	
<input type="checkbox"/> Exterior Insulation & Finish Systems (EIFS)	
<input type="checkbox"/> Wood for High-Load Diaphragms	
<input type="checkbox"/> Others:	
<input type="checkbox"/> Others:	
<input type="checkbox"/> Others:	
<input type="checkbox"/> Others:	

#### DECLARATION BY OWNER OR ARCHITECT/ENGINEER OF RECORD:

I, the ☐ Owner ☐ Engineer or ☐ Architect of record, declare that the above listed Special Inspector(s) is/are hired by me.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Date: \_\_\_\_\_

Building or Grading Permit #: \_\_\_\_\_

Amount of Refund: \_\_\_\_\_

Reason for Refund: \_\_\_\_\_

Please Refund or Transfer amount due to me. I hereby certify that his claim is true and correct and that payment has not been received by me:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

\_\_\_\_\_  
CLAIMANT NAME  
(PRINT)

\_\_\_\_\_  
CLAIMANT SIGNATURE